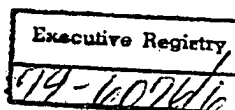


COMPT 78-0332



9 MAR 1979

MEMORANDUM FOR: Deputy Director for Operations
Deputy Director for National Foreign Assessment
Deputy Director for Administration
Deputy Director for Science and Technology
Comptroller
Director, Equal Employment Opportunity

FROM : Frank C. Carlucci
Deputy Director of Central Intelligence

SUBJECT : The CIA Executive Committee

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REFERENCE : Compt. Memo, dtd. 30 Jan. 1979, Subject: Agency
Management; Revitalizing the EAG

1. Following up on the Comptroller's memorandum of 30 January and our discussion with the DCI on 9 February, the DCI and I would like to meet with you in the DCI's Conference Room at 1530 hours on Thursday, 22 March, to discuss an Executive Committee charter, the specific topics the Committee should address, and working procedures.

2. A draft charter is attached. There are a few changes from that proposed in the 30 January memorandum. I would like to have a final version of this published soon after our meeting.

3. To get the discussion on agenda topics started, I would like you to select five subjects from the Comptroller's list of 19 or of your own choosing. We want to discuss your ideas and then come to an agreement on the work we are going to get under way. (Since it will take some time to get these things started, we will have an opportunity to finish our current review of ADP applications. When these reviews are completed, we will consider other ways of carrying out that process in the future.)

4. Also attached is a paper on working procedures for the Committee and the staff. I would like you to review and be prepared to discuss these when we meet.

5. After we have agreed on a charter, topics to be addressed, and procedures, I will ask the staff to develop a general outline of the issues we want to be considered on each topic, together with recommendations on action assignments.

/s/ Frank C. Carlucci

Frank C. Carlucci

Attachments:
As Stated

cc: DCI

Distribution:
1 - Each Addressee
1 - DDCI
1 - ER

DRAFT NOTICE

Establishment of the CIA Executive Committee

1. The CIA Executive Committee is established, replacing the Executive Advisory Group. Membership of the Executive Committee is as follows:

Chairman: Director of Central Intelligence

Vice Chairman: Deputy Director of Central Intelligence

Members: Deputy Director for Administration
Deputy Director for National Foreign Assessment
Deputy Director for Operations
Deputy Director for Science and Technology
Comptroller
Director, Equal Employment Opportunity

2. Purpose. The Executive Committee is an integral part of the decision making and review process at the executive level of the Agency.

The purposes of the Committee are to:

- ✓ 1) Facilitate a shared understanding among Agency executives of basic problems and encourage an Agencywide perspective in their solution.
- 2) Assist the DCI and the DDCI in establishing policies affecting the Agency's mission and functions and its relationship to the Intelligence Community and to the rest of the Government.
- 3) Act as the Agency's strategic planning mechanism for major long-term inter-directorate activities. ← {?
- 4) Review proposals for major new Agency programs and significant changes to existing programs at the direction of the DCI and the DDCI.

- 5) Periodically review progress on actions subsequent to the initial Committee action.

A key concern of the Committee will be Agency policy and planning.

For example, as a consequence of Committee deliberations, the Chairman may direct that strategic plans be developed in specific areas. The purpose of such plans is to set a three-to-five year course for reaching objectives that are fundamental to or impinge on the Agency's mission in that time frame.

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1 yr

3. Committee Agenda. In pursuing these purposes, the Executive Committee will consider topics that:

- ✓ affect the mission of CIA or affect the Agency's ability to meet its responsibilities now and in the future;
- ✓ are cross-directorate in nature or otherwise affect the CIA as a whole; or
- ✓ have long-term implications.

4. Staff Support. The position of Secretary, Executive Committee is established to support the Executive Committee and to address issues of interest to the DCI and the DDCI. The Secretary, Executive Committee will:

- ✓ Prepare Committee agendas and minutes and circulate appropriate preparatory material to members.
- ✓ Draft terms of reference and assist Agency components that are assigned responsibility for developing policy papers, /strategic plans, /and other cross-directorate /action proposals for the Committee.
- ✓ Track progress on approved policies, /strategic plans, /and other Committee actions.

✓ Analyze cross-directorate issues and review proposals

as assigned by the Chairman.

The Secretary, Executive Committee and the Executive Committee Staff will reside in the O/Comptroller.

5. Responsibilities of Members. In most cases, the Chairman of the Executive Committee will assign responsibility for a specific topic to an individual Committee member, who will draw upon Agency components as appropriate for help in studying the problem and proposing solutions. //

The member will inform the Committee of progress and present recommendations for its review.

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Executive Committee Procedures

1. Meetings. The Executive Committee will normally meet weekly on Wednesday, 3:30-5:00 in the DCI's Conference Room.
2. Agenda. Meetings will have the following format (with specific items ignored as appropriate):
 - a. Summary and clarification of the agenda.
 - b. Substantive items. Generally meetings will be limited to one or two topics. Where more than one such item is on the agenda, decision items will take precedence (that is, items brought up for the Chairman's decision based on presentations and Committee discussion), followed by information items (involving presentations to the Committee, but no decision except possible follow-up activity), and then discussion items (where extended discussion among Committee members is anticipated, perhaps based on previous briefings, completed studies, or think pieces.)
 - c. Proposed agenda for future meetings. The Secretary will report on current activities and pending items. Members will be solicited on topics they would like the Committee to address.

As a general rule, items brought up for Committee consideration will require prior knowledge by all of the members, and where appropriate, preparatory work by the members and the staff.

3. Meeting attendance. The principal Committee members are expected to attend meetings. Their deputies should attend in their absence. The Chairman will advise individual members when their participation is not required. Other Agency officials will be invited by the Chairman to attend Committee meetings during those portions involving presentations and discussions within their areas of responsibility or expertise.

4. Committee and staff paperwork.

a. Where appropriate, pre-meeting material will be distributed to the members by the Secretary, at least two days prior to a meeting. All such material must go to the Secretary for distribution, who will review and assemble it for all members. Minutes of Committee meetings will be drafted and coordinated by the Secretary.

b. Documentation of the Chairman's decisions will be provided by decision memoranda. Similarly, a Chairman's action memorandum will be used to spell out follow-up action to be taken as a result of Committee deliberations. It will provide the terms of reference for a task to be performed for the Committee: analysis of a proposal, study of a problem, or development of a plan. Normally a task will be assigned to one member for action. If that member sees the need to use significant resources outside his control in order to carry out the task, the action memorandum may call for a task group to be formed, with resource levels from each contributing member clearly identified. The

Committee staff will assist in drafting and coordinating these memoranda.

c. The Committee Secretary will maintain the master files of Committee-related material, including an up-to-date list of pending agenda items and staff review items. The staff will prepare studies on agenda items at the direction of the Chairman and provide him with periodic reports on its activities.

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